

## RECERTIFICATION OF REAL ESTATE CONTINUING EDUCATION COURSE

### Instructions and Application

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APPLICATION FOR RECERTIFICATION CHECKLIST. **Submit all of the following:**

\_\_\_\_\_ A completed recertification application form.

\_\_\_\_\_ Brief summary description of course content which also indicates course level:

Beginning, Intermediate, or Advanced **Salesperson's** course.

Beginning, Intermediate, or Advanced **Broker's** course.

\_\_\_\_\_ All updated course materials, including test questions.

\_\_\_\_\_ Fee: Application (Nonrefundable) \$150

**Fee should be cashier's check or money order for the exact amount payable to "Commerce and Consumer Affairs"**

**REAL ESTATE COMMISSION**  
**State of Hawaii**  
**Professional and Vocational Licensing Division**  
**Department of Commerce and Consumer Affairs**  
**250 South King Street, Suite 702**  
**Honolulu, Hawaii 96813**

**APPLICATION FOR CONTINUING EDUCATION COURSE RECERTIFICATION**

Name of Course:	
Name of Author(s) or Owner:	
Name of Provider:	
Provider is registered with the Real Estate Commission .....	Yes   No
Pending Provider Registration? .....	Yes   No

1. Does the course consist of at least three and one-third (3 1/3) clock hours? ..... Yes   No
2. Upon successful completion of the course, will each student will receive a completion certificate? ..... Yes   No
3. Does the course provide for student evaluation of the course and instructor? ..... Yes   No
4. Has the course certification ever been suspended? ..... Yes   No
5. Have any complaints about this course been filed with the licensing agency of this state? ..... Yes   No

FOR "YES" RESPONSES TO QUESTIONS 4 OR 5, PLEASE PROVIDE ON A SEPARATE SHEET OF PAPER ATTACHED TO THE RECERTIFICATION APPLICATION RELEVANT INFORMATION/DOCUMENTATION, INCLUDING DATES, REASON FOR AND LENGTH OF SUSPENSION, NATURE OF COMPLAINT AND STATUS OF COMPLAINT WITH THE LICENSING AGENCY.

**I hereby certify that the statements and answers on this application and accompanying document(s) are true and correct. I understand that any statement false or untrue, or any material misstatement of fact shall constitute grounds for refusal or subsequent revocation of certification.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COURSE AUTHOR/OWNER

\_\_\_\_\_  
PRINT NAME OF COURSE AUTHOR/OWNER

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For Cashier's Use Only:

Recert	\$150	587
Svc Fee	\$15	BCF